

Schedules for submission to external auditor

Bank reconciliation template

Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2017	
Authority name and reference	KINGS BREMLEY PC STF 109		
Prepared by: Name Role (Clerk/RFO etc)	IAN COLCLOUGH	Date:	13/5/17
Approved by: Name Role (RFO/Chair etc)	ALLAN HOWARD	Date:	13/5/17
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
CURRENT A/C	977		
DEPOSIT A/C	11778		
			12755
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
CC of Staffs Subscription	48		
			48
Add any unbanked cash at 31 March 2017: (List date & amount received)			
NIL			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017	£12,707	Type equation here. ?	

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	16091
Add: Receipts in the year:	21079
Less: Payments in the year:	24707 24462
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	£ 12707
Must equal total net bank balances above and Section 2, Box 8	

Please complete all shaded boxes and send this form with your Annual Return to:
Angela Ellison, Grant Thornton UK LLP, Royal Liver Building, LIVERPOOL L3 1PS
or email to angela.j.ellison@uk.gt.com